IPRS Implementation Steering Committee Meeting Agenda
Meeting Minutes July 18, 2001

Attendees:
IPRS Implementation Steering Committee
   Karen Andrews, AD, Pathways
   Melanie Thomas, Alamance-Caswell
   Mark Robeson, Lee-Harnett
   Barbara Moore, Tideland
   Diane Poe, CenterPoint
   Bob Stayton, Sandhills
   Jack St. Claire, AD, Duplin-Sampson-Lenoir
   Sheila Swift, AD, Mecklenburg (absent)
   Gary Fuquay, Controller's Office (absent)
   Tara Larson, DMH Assistant Director (absent)

IPRS Implementation Support and guests **Division Implementation Team**

Christal Wood, Duplin-Sampson-Lenoir	Tim Wildfire, IT Section
Ken Jones, Duplin-Sampson-Lenoir	Betty Cogswell, IT Section
Vince Joyce, Mecklenburg	Anita Curtis, IT Section
Vicki Steele, Southeastern Center	Jim Ryals, DIRM
Bob Duke, Controller's Office	Rick Olson, DIRM
Shawn Holland, DIRM	Deborah Merrill, IT Section – (for Gary Imes)
Anita Swift, NCCCP	Gary Imes, IT Section (absent)
Claretta Johnson, AD, Lee-Harnett	
Daniel J. Harrison, CenterPoint	
Tom Lynge, SE Region Point	
Jack Chappell, Controller's Office (absent)	

Action items shown in Italics

The following handouts were distributed:
1. July 18, 2001 IPRS Implementation Steering Committee Meeting Agenda
2. List of Area Program IPRS Coordinators (Please notify Betty of any changes needed to this document.)
3. Non-Disclosure of Confidential Information Forms (signed by all attendees to view Tim's on line IPRS demonstration which included actual client data)

1) Development Project Status
   a) The project is running 3 ½ weeks behind; stage 1 integration testing Cycle 9 to correct the final bugs is being setup to run; the setup and correction process should be done by 8/3/2001.
   b) 837s have been formatted in Duplin-Sampson-Lenoir and are now in batch testing.
   c) 837s in Southeaster Center need to pass formatting runs and start batch testing.
      i) Whitney is setting up parameters.
      ii) CMHC does have a certified 837, so testing should go quickly.
   d) Southeastern Region's vendors (WILDATA) are awaiting specifications.
      i) March 9, 2001 IPRS bulletin had specs attached.
      ii) Tim displayed the specs for 837 from the IPRS web site.
      iii) The specs are more than adequate for planning. There have only been some minor changes.
   e) 835s (electronic remittance advice)
      i) EDS is developing a Report 2Web RA (no electronic posting)
      ii) Can use until vendors get 835s done.

      iii)   Duplin-Sampson-Lenoir CSM is starting activity on 835s.

      iv)   Area programs need to be the business analysts for the vendors

f) For sending test files to EDS, EDS will setup test mailboxes.

g) Once certified, another mailbox will be assigned and both parties will enter into a trade partner agreement.

h) Stage 2 Integration testing includes three cycles, which will run through 8/31/2001.

i) After stage 2, the team will run production cycles (2 successful cycles are needed) Sept 6-26, 2001).

j) A sponsor's meeting on 8/6/2001 will evaluate progress of project

2) Planned IPRS Communications and Training

a) Due to the high priority of the development project and limited resources, the IPRS presentation to the MIS Forum on 7/25/2001 in Greensboro postponed; however, Betty Cogswell, Gary Imes and Tara Larson will present information about IPRS.

b) To avoid costly vendor meetings, the IPRS infrastructure, tentative rollout schedule, workgroups and committees, division communication and implementation approaches will be presented at the FARO conference in September.

      i)   1st Session: Detailed live demo of the system.

      ii)   2nd Session: Question and Answers, Rollouts-project kickoff

      iii)   3rd Session: Vendor User Group Meetings (Break Out Sessions)

c) EDS Performance Evaluation

      i)   In lieu of the last meeting's discussion on a survey to the area programs to identify problems with EDS support or services, Betty, along with Barbara Moore, decided to email area directors, finance officers and MIS directors for the information. Betty will get this information to Bob Duke.

3) Meeting Minutes

a) *Karen suggested 1) follow-up action items be highlighted in the minutes and 2) each agenda include a review of the previous meeting's minutes.*

b) *Funding issues (continuation money and technology funds) will be a concern throughout the project and need to be on future agenda and reported in minutes* (missed in the minutes of the 6/27 meeting).

c) *Please email any changes to meeting minutes to Anita or Rick. Minutes will be amended with committee agreement*.

d) Future agenda items

      i)   *Impact of state plan on IPRS for both existing pilot sites and on other area programs during statewide rollout*.

4) Workgroup and Committees

a) IPRS Implementation Steering Committee

b) MH/DD/SAS IPRS Work Group – (Reps from each section of the division)

      i)   Knowledgeable of state business plan and benefit plans for statewide rollout.

      ii)   *Jack St Clair suggested that this group be involved in the state planning also.*

          (1) Tara assured Tim that the Implementation committee would know the state business plan soon.

          (2) Karen would like to know who the liaisons are.

              (a) Meeting Minutes and Information on all committees will be posted on the IPRS Web Page.

c) IPRS Statewide Rollout Group - Meets every other Friday (next meeting 7/27) – minutes already on web.

d) MMIS - IPRS Governance Group (Reps from the Division, DMA, DIRM, Controller's Office, EDS)

      i)   Addresses how DMH and DMA will share the system, authorize changes, etc.

      ii)   Communication is a key issue and feedback is welcomed.

5) Implementation Approaches
   a) Coordinators
   b) Vendor's User groups - area programs will work closely with the user groups.
   c) System Users/Specialty Areas
      i) Implementing IPRS will impact the following areas/processes:
         (1) client eligibility
         (2) client accounting
         (3) Finance office
         (4) Utilization managers
   d) SWAT Team -This team will address critical issues and assist area programs' in addressing their critical needs.
      (1) It was suggested that this team be renamed.

6) Compliance Issues and Area Program Concerns
   a) How much time will the area programs have to change their processes?
      i) Per Betty, we will develop an implementation plan that effectively supports area programs that can make the transition quickly as well as those that will require more time (some phasing may be desirable and necessary).
         (1) Tim clarified by stating that at this time, 07/01/2002 remains the go live date, at which point DMA will no longer accept paper claims. Per Tim, according to Tara, all area programs will have to be in compliance as of 7/1/2002.
         (2) Several area programs stated they feel that July 1, 2002 is unrealistic and they are very concerned about not being able to meet the date.
            (a) The timing of the project and its implementation date is of great concern to the area programs
            (b) It is important to communicate area program concerns about the project's timeline to Division senior management. A response from senior management could help calm committee members' nerves and facilitate the committee's work in planning for IPRS implementation.
            (c) Jack St Claire suggested the Division could calm the fears of area programs by communicating via memo that there is some flexibility in the July 1, 2002 deadline.
            (d) Contracts already state that there will be no paper claims accepted unless third party liability is involved. Medicaid will not accept 3rd party insurance for 835s. *This needs to be in the contract for the fiscal agent and should be addressed by the Governance committee.*
   b) How will the implementation timelines be developed? Timing will be critical for all area programs.
   c) IPRS implementation is not solely dependent on HIPAA.
   d) Gary has addressed the hold harmless issue.
      i) Karen's 3 areas of concern
         (1) Area programs that get a late start
         (2) Expenditures needed for implementation
         (3) Expenditures needed for rollout.
      ii) Hold harmless monies for pilot sites only
   e) How will policy issues that this group raises be handled formally?
      i) This group is not a policy making group.
      ii) How will we handle this communication formally?

7) Vendor Issues
   a) Per Betty reminded committee members to keep the issues discussed by the committee confidential.
      i) Discussion of problem with WILDATA phone call to Tara

ii)   Make sure comments are accurate.

iii)   No negative communications

iv)   When issues come up, only those directly involved with the issue should be notified.

8) Tim's On-line IPRS presentation

  a) A secure connection is needed to get beyond the IPRS homepage and a login (user id and password).

     i)   Browser screens have area program security.

  b) The system does cross reference client Id's with CNDS.

     i)   The CNDS number will stay with a client indefinitely

     ii)   Will link one person through the various systems

  c) Social Security Numbers are the easiest identifiers.

  d) Medicaid can not see our eligibility therefore they won't know that a client a MH client.

     i)   Medicaid will know that the client is in the CNDS but not why.

  e) Demonstrated the Report2Web capabilities

  f) LMAs have to enroll their attending providers. The division will enroll billing providers.

.

Next Meeting: August 15, 2001 at 1:00pm – NC Council-1318 Dale St., Suite 120

GAI/afc

cc: IPRS Implementation Steering Committee Members and support staff